

Nebraska Information Technology Commission

Project Proposal Form

**New or Additional State Funding Requests
for Information Technology Projects**

FY2003-05 Biennium

Project Title	CJIS – Criminal Justice Integration and Automation
Agency/Entity	Nebraska Crime Commission – CJIS Advisory Committee

Project Proposal Form
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The Nebraska Information Technology Commission ("NITC") is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested." In order to perform this review, the NITC and DAS-Budget Division require agencies/entities to complete this form when requesting new or additional funding for technology projects. For more information, see the document entitled "Guidance on Information Technology Related Budget Requests" available at <http://www.nitc.state.ne.us/forms/>.

Electronic versions of this form are available at <http://www.nitc.state.ne.us/forms/>.

For questions or comments about this form, contact the Office of the CIO/NITC at:

Mail: Office of the CIO/NITC
521 S 14th Street, Suite 200
Lincoln, NE 68508
Phone: (402) 471-3560
Fax: (402) 471-4608
E-mail: info@cio.state.ne.us

Submission of Form

Completed forms must be submitted by the same date biennial budget requests are required to be submitted to the DAS Budget Division. Completed project proposal forms must be submitted via e-mail to info@cio.state.ne.us. The project proposal form should be submitted as an attachment in one of these formats: Microsoft Word; WordPerfect; Adobe PDF; or Rich Text Format. Receipt of the form by the Office of the CIO will be confirmed by e-mail. If an agency is unable to submit the application as described, contact the Office of the CIO prior to the deadline, to make other arrangements for submitting a project proposal form.

Section I: General Information

Project Title	CJIS
Agency (or entity)	Nebraska Crime Commission – CJIS Advisory Committee
Contact Information for this Project:	
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Section II: Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

In 1995 the Crime Commission created the CJIS Advisory Committee (Criminal Justice Information System) in response to an identified need for a standing body to work on information technology needs and data sharing among state and local agencies. There are 26 standing members of the committee including all major state criminal justice agencies, professional associations and larger jurisdictions. While the Crime Commission is not an operational agency this cooperative project is hosted by the Commission due to its contact and interaction with various parts of the criminal justice system.

CJIS has undertaken strategic planning initiatives as well as significant programs to share data (through a secure Internet based data warehouse), to implement local automation and others. CJIS does not encompass nor supercede other initiatives by state or local agencies. Instead it provides a way to both initiate projects that need a collaborative sponsor as well as a forum for state and local agencies to bring issues on data sharing to the forefront. The efforts of CJIS and the Crime Commission reflect ongoing needs and the budget proposal is the culmination of past initiatives and current priorities. It should be noted that general funds are primarily used for ongoing project management and support in addition to project maintenance. Federal grant funds have provided the bulk of monies for project implementation.

Section III: Goals, Objectives, and Projected Outcomes (15 Points)

1. Describe the project, including:
 - Specific goals and objectives;
 - Expected beneficiaries of the project; and
 - Expected outcomes.

The primary CJIS goals focus on two functions: increasing access to data and creating an integrated criminal justice information system. CJIS has taken a major step to data access with the creation of NCJIS (Nebraska Criminal Justice Information System), a secure browser based data portal that provides access to a number of data sources including probationers, Patrol Criminal History, jail admissions, corrections and registered sex offenders. This project has been a truly cooperative effort with NCJIS providing a vehicle for state and local criminal justice professionals to access data heretofore unavailable. Additionally, NCJIS provides a secure platform for communications and sharing data across data systems.

A vision for an integrated system involves the transfer of case related data from point to point through the criminal justice cycle. For instance, an officer may make an arrest and that information should be electronically provided to the county (in whole or in part) and then subsequently to the courts and probation and parole. This will provide more timely processing as well as increasing accuracy and saving duplicate entry. How integration is defined can vary greatly. We see the development of NCJIS as a major step in this direction and a significant effort to attain integration. In some states or jurisdictions the centralized and indexed availability of data is the core of their definition of integration. For our efforts in Nebraska it is only one component. The sharing and transfer of data across jurisdictions, agencies and disciplines is the logical and necessary extension of NCJIS and repository functions. NCJIS has provided

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a platform with potential far beyond merely a centralized data warehouse. It will be able to use push and pull technologies to allow other systems to acquire and share data.

Both state and local agencies need to reach certain levels of automation before this vision can be fully realized but CJIS efforts so far have targeted improving local jails, law enforcement, prosecutors and state systems. We must continue to provide leadership, direction, standards and paths for acquisition to enable local as well as state agencies to implement systems that meet their local automation needs as well as fit into the integration puzzle. As technology improves we see this being a more attainable goal even for smaller agencies. Additionally, we support efforts of agencies such as the Department of Motor Vehicles as they move to digital licenses, providing a great potential for identification and automation even at the street officer level. The potential for cooperation extends beyond the traditional criminal justice community.

It must be pointed out that the CJIS vision grew from a concentrated and coordinated planning effort which gave rise to the 1997 CJIS Strategic Plan. That Plan will be continually revisited and revised to meet current needs and technological potentials. IT and other factors change too quickly to become complacent. This Strategic Plan was updated in 2001 to reflect accomplishments, new technologies and evolving needs. This effort will drive future projects and budget requests.

CJIS Funded Initiatives include: Strategic Planning, NCJIS (secure browser based access to data), Statewide Victim Notification (using VINE, a commercial program, to provide query and notification data on offenders and their release status to the public and victims of crime; has provided automation to 64 jails and consistent data extracts), Local Law Enforcement Records Management System (statewide contract to provide standard software for small to medium sized agencies), and Prosecution Case Management System (statewide contract to provide standard software to state and local prosecutors offices). CJIS is currently working on developing and implementing interfaces between state and local systems.

2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.

The primary source of projects is the CJIS Strategic Plan, although projects can be brought independently to the Committee. Any project must be submitted to the CJIS Advisory Committee for review and approval prior to being submitted to the Crime Commission. A Project Review Committee has reviewed and recommended projects as well as initially developed budget recommendations. The CJIS Advisory Committee adopted a Framework for CJIS Project Proposal and Strategic Plan Review which guides project adoption and the funding of all programs.

Any project proposal is to include: PROJECT DESCRIPTION AND PRESENTATION Any project must describe the applicability and benefits to the criminal justice community as well as its relation to the CJIS Strategic Plan. The following format should be used.

- 1) SCOPE: Describe the project, including functional requirements, time line, budget, source of funding, benefits or value, and contribution to the strategic plan
- 2) RISK: Explain what factors could affect the success or failure of the project and what steps are planned to control the risks.
- 3) ACCOUNTABILITY: Who has primary responsibility for project management? What entities are involved in project implementation and what is the role of each?

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The CJIS Advisory Committee includes the following criteria in its consideration of proposed projects. While some of these may not be fully applicable for all types of projects there may be other projects that require other factors to receive primary or partial consideration.

- a) Feasibility - Will the project work? Can it be implemented?
- b) Risk - What is the measure of success or intermediate and long term risks?
- c) Total Cost - Are costs acceptable?
- d) Funding - Is funding available? What sources can be used?
- e) Relative Benefits and Value (in terms of the goals of the strategic plan)
- f) Time line (short or long term implementation)
- g) Importance to Other Projects - Are other projects contingent on it? Will it aid or inhibit other projects?

All projects are fully reviewed and voted on by the Committee before being forwarded to the Crime Commission for approval. Funds are used and allocated in the same manner as federal grant funds that the Crime Commission administers. Although projects are reviewed by the CJIS Advisory Committee and the CJIS Project Manager as they are being implemented this provides another level of fiscal and project reporting, particularly valuable given the diverse and numerous agencies involved. Ongoing reports to the full CJIS Advisory Committee at quarterly meetings provides current review and direct accountability.

3. Describe the project's relationship to your agency comprehensive information technology plan.

CJIS is identified as one of three primary IT operations for the Crime Commission (in addition to general operations and the Nebraska Law Enforcement Training Center).

Section IV: Project Justification / Business Case (25 Points)

3. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).

Without a coordinated approach to integration there can be no true sharing. The needs to effectively and efficiently share information about persons or events are felt not just in economic terms but also in public safety. Since criminal justice involves a vast array of diverse agencies (state agencies – executive as well as judicial including both elected and appointed officials, local agencies including both elected and appointed positions, federal agencies and a number of agencies that arguably cross jurisdictional and operational lines) there has never been a fully cooperative approach to things such as data sharing. CJIS provides a structure to both initiate specific projects as well a forum for agencies to bring issues and projects into an arena where integration can be tackled.

Some specifics related to various projects are listed below. It must be noted that CJIS projects have typically provided services and benefits that were not available previously.

NCJIS – the secure, Internet based data portal provides access to a variety of data that was not previously available outside of a particular agency or jurisdiction. The use of criminal history data, jail bookings and probation records to investigators and others is significant. Probation reports that their staff are saving between 45 minutes and 2 hours on each investigation because they now have desktop access to the data. Rural law enforcement agencies now have access to data from across the state; this has resulted in time savings on warrants as well as being able to locate individuals.

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Local automation – CJIS has used federal funds to establish state level contracts with several commercial records systems providers. By providing the majority of acquisition costs we have been able to help agencies implement a solid system that incorporates state level required reporting and that fits into multi-agency data sharing. At the end of 2002 we should have about 80 law enforcement agencies automated and begin installing in prosecutors offices. We have also provided automation to over 60 jails. As an example of cost savings, if a small police department wanted to install the system we sponsored on a single PC it would have cost \$5,000-\$9,000 instead of the \$325 installation costs. CJIS also provides training while the local agency must commit to maintenance and support costs as well as networking and hardware.

Victim notification – By implementing VINE we have been able to provide timely access to data that would only have been available previously through direct phone calls to corrections staff. Now the public can call a toll free number to get information on people held in jails of Corrections and also leave a number to be called at when the person is released. This greatly helps on staff time and with the public's recognition that information about an offender can add to public safety and peace of mind.

4. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.

CJIS always looks at alternatives to projects but is typically driven by standards (system as well as priority approaches) that are tied with national initiatives or funding availability.

NCJIS reflects a very effective portal and access to data that has been mirrored in other states. (We have also signed agreements allowing others to use our system code.) The project followed a 1998 Network Communications Study that examined using the AS400 network and the state backbone. Those alternatives were cost prohibitive and provided limited technical options. The use of the Internet proved to be a much more viable path.

The local records system contracts have all been part of a competitive bid process. Product selection has been made by state and local potential user agencies.

5. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

There is no particular mandate for the CJIS initiative but it does parallel and fit with a number of federal initiatives, both in direction identified by the Department of Justice and in funding paths.

Section V: Technical Impact (20 Points)

7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.

As stated, CJIS has undertaken projects that provide new abilities while still building on the progress being made independently or cooperatively by other state and local initiatives. CJIS has taken an incremental approach to integration and automation. This comes from a realistic approach to available

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funding, personnel and technical expertise in local agencies. Examples of the impact will be broken out by general project area.

NCJIS – NCJIS provides a new way to access data maintained in a variety of state and local systems. Prior to NCJIS the data could usually only be accessed by going through a proprietary or in-house IT system. By providing a single web portal that provides indexed access across a variety of state and local systems we have augmented the use of data locally by providing a general window to it. Data is either warehoused or accessed dynamically depending on financial, political and technical issues. NCJIS runs on 2 Dell NT servers housed in the IMS server farm. The database is powered by SQL and we issue our own digital certificates as one layer of security. Access is available to any trained agency using their own ISP and any browser. There is not other cost to an accessing agency. By using the Internet, or IP based access, we have provided cost effective and broadly available data.

Local applications – Products selected or implemented so far (jail, law enforcement, prosecution) have all been commercial systems that are in place in numerous sites. This provides a tested product. These have all been PC based solutions that will use IP as the primary communications path for data sharing. We are planning to implement XML solutions and are looking at Microsoft's .Net solutions.

Jail: Over 60 jails were provided a system called JAMIN. A single PC was provided to each site while about 11 sites incorporated it into their existing network. In either configuration (standalone or networked) that PC also provides a communication gateway for VINE to dial in on to obtain booking data about every 15 minutes. The data is also provided to NCJIS nightly via ftp.

Law enforcement: By the end of 2002 we anticipate having Sleuth installed in about 80 law enforcement agencies. We are also looking at replacing software being used by the drug task forces with Sleuth. We have encouraged the local sheriff and police to go on a shared system and this has happened in about 11 sites. Agencies are now able to use Sleuth to provide the monthly crime stats to the Crime Commission as well as provide data to NCJIS. CJIS has incorporated the Nebraska Accident Form as well as Sex Offender registration and intelligence forms. These provide standard collection and reporting of data.

Prosecution: Software Unlimited of Mississippi is modifying its prosecutor's case management system (CMS) to meet Nebraska specific needs and coding values. We anticipate beginning installation in late 2002.

Accident diagramming: CJIS has provided EasyStreet Draw, a commercial accident diagramming program to over 150 agencies. Law enforcement can now create professional diagrams for inclusion in the reporting to the Department of Roads. These diagrams can also be electronically inserted into Sleuth.

Integration: CJIS is now able to focus on implementing data sharing across agencies. The biggest barrier to this point had been the lack of automated data. The first interfaces will include filing information from prosecutors to JUSTICE (court) and interfaces with the jails to Sleuth and the automated fingerprint systems.

8. Address the following issues with respect to the proposed technology:
 - Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
 - Address conformity with applicable NITC technical standards and guidelines (available at <http://www.nitc.state.ne.us/standards/>) and generally accepted industry standards.
 - Address the compatibility with existing institutional and/or statewide infrastructure.

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Projects that have been undertaken have to recognize not just the agency needs (the foremost consideration) but also how they fit into the larger picture of criminal justice integration. To meet the integration goals all projects must, of necessity, follow standards for both data and communications. Criminal justice systems primarily rely on NCIC (National Crime Information System) standards as maintained and promulgated by the FBI. By relying on basic and widely used industry standard networking we are able to build upon existing state infrastructure as well as local systems. In 2003 we will likely be connecting local agencies to the state backbone via the point of presence from the 814 project.

NCJIS: NCJIS security is handled in two components: CJIS issued digital certificates and user accounts. Any agency wanting access must attend a four hour training session on technical and security components. Agencies can define access for their own users by restricting capabilities or databases a user can get to. All data transmissions are fully encrypted and the certificates allow us to easily implement SSL, encryption and audit logs. NCJIS has been designed to be very scalable and we anticipate no problems as we add users or data.

Section VI: Preliminary Plan for Implementation (10 Points)

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.

CJIS projects are selected based upon priorities of the committee (particularly as reflected in the Strategic Plan) and with regard to available funds. Since its inception CJIS has promoted an incremental approach. Whether it be a CJIS sponsored and funded project or an agency's own initiative all projects should work toward the overall goals of data sharing and transfer. The Crime Commission provides primary staff support and project management for CJIS. The Crime Commission's Information Services Division Chief is the elected CJIS chair.

The CJIS members are

- | | |
|--------|---|
| I. | Clerks of the District Courts |
| II. | Douglas County Information Systems |
| III. | League of Municipalities |
| IV. | Lincoln Police Department |
| V. | Nebraska Association of County Court Employees |
| VI. | Nebraska Association of County Officials |
| VII. | Nebraska Attorney General's Office |
| VIII. | Nebraska Coalition for Victims of Crime |
| IX. | Nebraska Commission on Public Advocacy |
| X. | Nebraska County Attorneys Association |
| XI. | Nebraska Crime Commission |
| XII. | Nebraska Criminal Defense Attorneys Association |
| XIII. | Nebraska Department of Correctional Services |
| XIV. | Nebraska Department of Health and Human Services, Office of Juvenile Services |
| XV. | Nebraska Domestic Violence Sexual Assault Coalition |
| XVI. | Nebraska Interagency Data Communications Advisory Committee |
| XVII. | Nebraska Parole Board |
| XVIII. | Nebraska Probation Department |
| XIX. | Nebraska Sheriffs Association |

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XX.	Nebraska State Court Administrator's Office
XXI.	Nebraska State Patrol
XXII.	Omaha Police Department
XXIII.	Police Chiefs Association of Nebraska
XXIV.	Police Officers' Association of Nebraska
XXV.	Representative of County Correctional Departments
XXVI.	Nebraska Chief Information Officer

* It must be noted that there has been ongoing and active participation by a number of non-voting agencies including the Department of Motor Vehicles, Department of Roads and the Federal Highway Administration.

10. List the major milestones and/or deliverables and provide a timeline for completing each.

The following describes various past milestones and upcoming events.

CJIS Advisory Committee formed – 1995
CJIS Strategic Plan completed – 1997
CJIS Networking Plan completed - 1998
VINE (Victim Notification and jail automation) begins – May, 1999
Sleuth contract – 1999
NCJIS goes live – May, 2000
Prosecution contract signed – March, 2002

NCJIS enhancements (HHSS data, court data) – 2003
Prosecutor CMS rollout – late 2002-2004
Interface implementation – 2003-2005

11. Describe the training and staff development requirements.

CJIS staff support primarily rely on their IT backgrounds. CJIS has contracted for various development and maintenance tasks so that staffing and technical expertise would be continually updated.

12. Describe the ongoing support requirements.

NCJIS: The NCJIS servers are housed in the IMS server farms to allow for stable oversight and limited CJIS staff involvement. Development and some support is done contractually with Analysts International of Omaha because there is not Crime Commission staff available.

Local applications: CJIS staff provide limited support but commercial systems were chosen so that those companies would provide ongoing system support. Agencies have to provide maintenance contract funds. CJIS staff will provide ongoing oversight and company interaction to guarantee agency needs being met and to meet integration and data sharing goals.

Section VII: Risk Assessment (10 Points)

13. Describe possible barriers and risks related to the project and the relative importance of each.

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NCJIS: NCJIS has proven itself to be an immensely popular and useful project. AS long as agencies continue to provide data in the shared and cooperative approach we anticipate no real problems.

Local applications: The biggest concern has always been the ability, financially and technically, for local agencies to continue to maintain the infrastructure necessary to support a moderately sophisticated system. So far agencies have been able to identify funds but the current budget crisis has led to numerous agencies having to eliminate or delay installation of programs because of the lack of funds.

Integration: Cooperation among vendors is always a concern. Most bigger companies recognize that they need to participate in data integration (as identified and required in our contracts) but it is not always a priority for them. We have had problems finalizing contracts with companies or reaching consensus on tasks. The issues relating to networking and shared systems may be a policy and political issue more than a technical one.

14. Identify strategies which have been developed to minimize risks.

NCJIS: As stated, by adopting industry standard technologies we feel that NCJIS will provide a viable platform for use in Nebraska and with regional data sharing.

Local applications: CJIS continues to promote shared solutions but educating local agencies and their sponsors (city councils, for instance) on options, strengths of participation and limited costs add to success. Local agencies look to the State for leadership and CJIS has been able to provide a structured environment and solutions for both state and local agencies. By having projects that meet local needs in addition to 'state needs' we have been able to allay many of the fears of local agencies.

Integration: There are a number of federal initiatives on criminal justice data sharing that will provide direction and stability. Nebraska must participate in these global solutions to guarantee that vendors are able and required to meet our goals. CJIS must continue to leverage the improvements the state has made with networking (such as conversion to IP) so that we can minimize the need for standalone networks. By implementing a solid security structure we can guarantee VPN level data sharing without creating standalone communication costs.

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Section VIII: Financial Analysis and Budget (20 Points)

15. Financial Information

Financial and budget information can be provided in either of the following ways:

(1) If the information is available in some other format, either cut and paste the information into this document or transmit the information with this form; or

(2) Provide the information by completing the spreadsheet provided below.

Instructions: Double click on the Microsoft Excel icon below. An imbedded Excel spreadsheet will be launched. Input the appropriate financial information. Close the spreadsheet. The information you entered will automatically be saved with this document. If you want to review or revise the financial information, repeat the process just described.



Excel Spreadsheet
(Double-click)



16. Provide a detailed description of the budget items listed above. Include:

- An itemized list of hardware and software.
 - Hardware and software that has been purchased primarily is for the NCJIS project (Dell NT servers, MS SQL, Netscape/MS certificates)
 - Local applications software is acquired for local agencies under contract
- If new FTE positions are included in the request, please provide a breakdown by position, including separate totals for salary and fringe benefits.
 - No new FTEs are requested.
- Provide any on-going operation and replacement costs not included above, including funding source if known.
- Provide a breakdown of all non-state funding sources and funds provided per source.
 - Federal funds
 - NCHIP / CH (National Criminal History Improvement Program) administered by the Nebraska State Patrol
 - Byrne Drug and Violent Crime / DA administered by the Crime Commission
 - Bureau of Justice Statistics CITA (Crime Identification and Tracking Act)
 - VOCA (Victims of Crime Act) administered by the Crime Commission

17. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers.

- a. Program 215

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Section VIII: Financial Analysis and Budget

(Revise dates as necessary for your request.)

	Estimated Prior Expended	Request for FY2003-04 (Year 1)	Request for FY2004-05 (Year 2)	Request for FY2005-06 (Year 3)	Request for FY2006-07 (Year 4)	Future	Total
1. Personnel Costs	\$ 186,000.00	\$ 76,209.00	\$ 76,209.00	\$ 78,000.00	\$ 80,000.00	\$ 80,000.00	\$ 576,418.00
2. Contractual Services							
2.1 Design	\$ 3,000,000.00	\$ 500,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 4,700,000.00
2.2 Programming	\$ 3,000,000.00	\$ 400,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 4,600,000.00
2.3 Project Management	\$ 26,369.00	\$ 17,403.00	\$ 67,403.00	\$ 75,500.00	\$ 83,500.00	\$ 83,500.00	\$ 353,675.00
2.4 Other							\$ -
3. Supplies and Materials	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10,000.00
4. Telecommunications							\$ -
5. Training							\$ -
6. Travel	\$ 10,000.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 72,500.00
7. Other Operating Costs							\$ -
8. Capital Expenditures							
8.1 Hardware	\$ 50,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 100,000.00
8.2 Software	\$ 100,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 215,000.00
8.3 Network							\$ -
8.4 Other							\$ -
TOTAL COSTS	\$ 6,377,369.00	\$ 1,040,112.00	\$ 790,112.00	\$ 800,000.00	\$ 810,000.00	\$ 810,000.00	\$ 10,627,593.00
General Funds	\$ 2,073,714.00	\$ 290,112.00	\$ 290,112.00	\$ 300,000.00	\$ 310,000.00	\$ 310,000.00	\$ 3,573,938.00
Cash Funds	\$ 250,000.00	\$ 250,000.00		\$ 500,000.00			\$ 1,000,000.00
Federal Funds	\$ 4,053,925.00	\$ 500,000.00	\$ 500,000.00		\$ 500,000.00	\$ 500,000.00	\$ 6,053,925.00
Revolving Funds							\$ -
Other Funds							\$ -
TOTAL FUNDS	\$ 6,377,639.00	\$ 1,040,112.00	\$ 790,112.00	\$ 800,000.00	\$ 810,000.00	\$ 810,000.00	\$ 10,627,863.00